

APPRENTICE HOURS

- Apprentice Cosmetologist: Must complete 2 years of training with at least 20 hours per week.
 Sponsored ONLY by a Senior Cosmetologist. Allowed 1 renewal for 2 additional years when renewed on time.
- Apprentice Hairstylist: Must complete 15 months of training with at least 20 hours per week.
 Sponsored by a Senior Cosmetologist or Limited Hairstylist who has been licensed for at least 2 years. NO RENEWALS PERMITTED.
- Apprentice Esthetician: Must complete 1 year of training with at least 20 hours per week.
 Sponsored by a Senior Cosmetologist or Limited Esthetician who has been licensed for at least 2 years. Allowed 1 renewal for 1 additional year when renewed on time.
- Apprentice Nail Technician: Must complete 8 months of training with at least 20 hours per week.
 Sponsored by a Senior Cosmetologist or Limited Nail Technician who has been licensed for at least 2 years. NO RENEWALS PERMITTED.
- Sponsors are Allowed to have 2 Apprentices at a time.

CHANGING LICENSE CATEGORY

- ONCE YOUR LICENSE IS ISSUED, & YOU START SUBMITTING YOUR HOURS, IF YOU DECIDE TO CHANGE YOUR LICENSE CATEGORY YOU WILL NOT RECEIVE HOURS FOR YOUR PAST TRAINING.
- YOU WILL HAVE TO START ALL OVER!
- Contact Barbers.cos@Maryland.gov for assistance



MONTHLY REPORTS

- ONLY THE SPONSOR IS RESPONSIBLE FOR SUBMITTING THE APPRENTICES MONTHLY REPORT
- If a sponsor has more than 1 apprentice on their account, the sponsor must email (#4).
- THE REGULATIONS AND STATUES REQUIRE MONTHLY APPRENTICE REPORTS TO BE
- 1. ONLINE (Sponsor Certification for Apprentice Training) (Right click, Open Hyperlink)
- 2. Click "sponsor certification for Apprentice training
- 3. Enter the sponsors registration number & password
- 4. EMAIL Barbers.cos@Maryland.gov , for assistance



MONTHLY REPORTS MUST BE SUBMITTED WITHIN 90 CALENDAR DAYS TO BE CONSIDERED VALID.

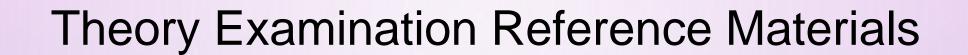
LATE REPORTS WILL NOT BE COUNTED AFTER 90 CALENDAR DAYS WITHOUT PROOF OF WORK EXPERIENCE:

TAX DOCUMENTATION OR A NOTARIZED LETTER FROM EMPLOYER.

PSI TESTING COMPANY

This program requires pre-approval before you can sit for the exam. Please follow the instructions listed in your Candidate Information Bulletin or application materials.

- WEBSITE- PSI Online Application
- Candidate Information Bulletin (Study Guide) (CIB APPLICATION PG 38-42) (SPONSOR NEEDS TO COMPLETE PG-40 Apprentice Training Certification)
- Theory Test Is Given In Every Language (Paid Interpreters)
- Also Download The Candidate Information Bulletin In Those Languages
- Theory test can be taken on Computer.
- Practical test cannot be taken on Computer or by Paper and Pencil.
- Kindly note that this is not an open book test.
- For any and all issues that may occur pertaining to PSI, (General Questions, Concerns, Test Scores, Application Processing, Scheduling Issues, etc) email Cosmetology@psionline.com or Barber@psionline.com. You may also call 1800-367-1565 or 855-898-0714.



- Maryland Law And Regulations (<u>Law and Regulations Maryland Board of Cosmetologists Division of Occupational and Professional Licensing</u>)
- Maryland General Assembly Statutes
- Milady's Standard Cosmetology Book
- Salon Fundamentals Cosmetology, 3rd Edition
 - Click Here to Prepare with Practice Test

Practical Examination Information

You must use a mannequin head and or mannequin hand for Cosmetology, Hair Stylist, Nail Technician, and Esthetician exam services.

- Your mannequin hand must have artificial nails serving as foundation nail beds with free edges
 not more than ½ inch in length. In addition, for the Nail Technician exam, one finger must be
 polished. It is NOT necessary to purchase a mannequin hand with attached nails; you may
 attach the required artificial nails.
- Aerosol products are NOT permitted for use during the examination
- It is important to have all needed supplies and equipment when you arrive for the exam. You will
 not be permitted to leave the exam area once you arrive and are signed in. All supplies must be
 clean and sanitary. Products must be labeled for its intended use in English ONLY.
 (Manufacturers labels are acceptable.)
- If you do NOT bring the items listed in the "Kits/Supplies and Equipment" section or bring a
 wrong item (e.g., real hair color or real permanent wave solution), you will NOT receive points
 for completing those steps.

SUGGESTED SUPPLY LIST/ CONTENT OUTLINE

The following list is meant to be a suggested list. Candidates are responsible for bringing all necessary supplies/equipment needed to perform all services. Review the practical examination content outlines to ensure you bring all supplies/equipment you need to perform these services. Must have 75% to pass.

- Suggested Supply List Pages 14-15
- Cosmetologist Practical Examination Content Outline Pages 17-22 (162 Total # of Points. 3 Hours 30 Min)
- Hairstylist Practical Examination Content Outline Pages 23-27 (122 Total # of Points. 2 Hours 45 Min)
- Blow Dry Stylist Practical Examination Content Outline Pages 28-29 (41 Total # of Points. 59 Min)
- Esthetician Practical Examination Content Outline Pages 30-33 (102 Total # of Points. 2 Hours)
- Nail Technician Practical Examination Content Outline Pages 34-37 (115 Total # of Points. 1 Hours 45 Min)

Completion of Apprenticeship

- Once the Apprentice completes the Apprenticeship, the apprentice is no longer able to renew their license. Once the apprentice license expires, the apprentice is no longer allowed to work in the shop or under their sponsor.
- You will need to submit the letter that we will email you displayed on the next slide.
- For any additional questions or concerns pertaining to PSI, (general questions & concerns, test scores/results, application processing & fees, scheduling, etc.) please email at Cosmetologoy@psionline.com or mdcosapp@psionline.com. You may also call 1-800-367-1565 or 855-898-0714.

COMPLETION OF APPRENTICESHIP QUALIFIED LETTER FROM THE BOARD



DIVISION OF OCCUPATIONAL & PROFESSIONAL LICENSING State Board of Cosmetologists and Barbers 1100 N. Eutaw St Room 121 Baltimore, MD 21201

Date: January 23, 2023

LICENSE HISTORY: 2020-11-12 / 2021-11-12

BARBER COMETOLOGY 1100 N EUTAW ST BALTIMORE, MD 21201

Dear: BARBER COSMETOLOGY

19-456789

The Board of Barbers & Cosmetology reviewed your license history file, and you qualify for the LIMITED NAIL TECHNICIAN examination. You must successfully complete the practical and theory examination to receive your license.

Please visit www.psiexams.com to obtain the study guide/application; Candidate Information Bulletin (CIB). For any and all issues that may occur pertaining to PSI, (General Questions, Concerns, Test Scores, Application Processing, Scheduling Issues, etc.), you may contact PSI at 1800-367-1565 or 855-898-0714.

You may email both this letter and the application to: mdcosapp@psionline.com

Or, you may mail both this letter and application to: PSI SERVICES LLC 3210 E Tropicana, Las Vegas, NV 89121

If you have any questions, feel free to contact me. I may be reached at (410)230-6190.



Sincerely,

Breana Scott

Assistant Executive Director

Maryland State Board of Barbers & Cosmetology



WES MOORE, GOVERNOR | ARUNA MILLER, LT. GOVERNOR | PORTIA WU, SECRETARY



EXAM FEES

APPLICANTS FOR COSMETOLOGIST, ESTHETICIAN, NAIL TECHNICIAN, AND SENIOR COSMETOLOGIST MUST PASS AN EXAMINATION IN ORDER TO QUALIFY FOR A LICENSE.

- COSMETOLOGIST: PRACTICAL AND THEORY \$79; PRACTICAL ONLY \$49;
 THEORY ONLY \$49
- NAIL TECHNICIAN: PRACTICAL AND THEORY \$79; PRACTICAL ONLY \$49;
 THEORY ONLY \$49
- ESTHETICIAN: PRACTICAL AND THEORY \$79; PRACTICAL ONLY \$49; THEORY ONLY \$49
- SENIOR COSMETOLOGIST: THEORY \$49

DID YOU KNOW?

- THERE ARE NO REQUIREMENTS THAT A SPONSOR PAYS AN APPRENTICE OR THAT AN APPRENTICE HAS TO PAY A SPONSOR.
- CAN'T WORK WITHOUT SPONSOR, MUST WORK WHEN SPONSOR WORKS.
- IF YOU HAVE A LICENSE IN ANOTHER STATE, YOU DO NOT HAVE TO BECOME AN APPRENTICE (unless coming from Connecticut, Florida, Hawaii, Illinois, Nebraska)
- SPONSOR CAN TRAIN 2 APPRENTICE AT A TIME
- SHOP & INDIVIDUAL LICENSE MUST BE VALID (NOT EXPIRED) IN ORDER FOR HOURS TO BE ACCOUNTED FOR.
- IF SPONSOR OWES CHILD SUPPORT, MUST BE RESOLVED BEFORE THEY CAN TRAIN.
- IF APPRENTICE OWES CHILD SUPPORT, MUST BE RESOLVED BEFORE THEY CAN MOVE FORWARD WITH APPRENTICESHIP PROGRAM.
- IF TAXES ARE UNRESOLVED "TAX LIABILITY", MUST BE RESOLVED BEFORE MOVING FORWARD (410-649-0633).
- IF YOU NO LONGER WANT TO BE TRAINED UNDER YOUR SPONSOR OR YOUR SPONSOR DOESN'T WANT TO TRAIN YOU ANYMORE, YOU CAN CHANGE. YOU WILL NOT LOSE ANY HOURS.

PROHIBITIONS 09.22.02.03 (LAWS AND REGULATIONS)

THE FOLLOWING ACTIVITIES ARE PROHIBITED IN ANY FULL SERVICE OR LIMITED PRACTICE SALON OR IN REGARD TO ANY SALON-SPONSORED SERVICES:

- THE PERFORMANCE OF SERVICES OF ANY KIND ON A CLIENT/LICENSEE OR REGISTRANT WHO
 HAS AN INFECTIOUS OR CONTAGIOUS DISEASE THAT PRESENTS A HAZARD TO OTHERS. ALSO THE
 SURFACE OF A CLIENT'S SKIN, SCALP, OR NAIL WHERE THE SKIN, SCALP, OR NAIL IS INFLAMED OR
 WHERE A SKIN INFECTION OR ERUPTION IS PRESENT UNLESS AUTHORIZED BY A PHYSICIAN.
- THE REMOVAL OF CORNS, CALLUSES, OR OTHER GROWTHS OF THE SKIN, SUCH AS WARTS, BY CUTTING
- THE PRESENCE OF A DOG, CAT, BIRD, OR ANY KIND OF ANIMAL ON THE SALON PREMISES WITH THE EXCEPTION OF GUIDE DOGS FOR THE BLIND.
- THE USE OR POSSESSION OF A CREDO BLADE OR A SIMILAR RAZOR-TYPE IMPLEMENT USED TO CUT GROWTHS ON THE SKIN.
- COSMETIC TATTOOING (MICRO-BLADING)

ESTHETICIAN PROHIBITIONS 09.22.02.03 (LAWS AND REGULATIONS)

- UNLESS AN INDIVIDUAL POSSESSES A VALID AND APPROPRIATE HEALTH OCCUPATION LICENSE ISSUED BY THE MARYLAND DEPARTMENT OF HEALTH:
- (1) THE USE OF LASERS, MICRODERMABRASION EQUIPMENT, OR ANY OTHER MECHANICAL DEVICE USED TO REMOVE ONE OR MORE LAYERS OF SKIN
- (2) THE USE OF ANY PRODUCT OR METHOD THAT CAUSES TISSUE DESTRUCTION OR PENETRATES THE BLOOD FLUID BARRIER, INCLUDING:
- (A) CHEMICAL PEELS
- (B) GLYCOLIC ACIDS
- (C) COSMETIC TATTOOING (MICRO-BLADING)
- There is not a license in Maryland established for eyelashes/ lash extensions/lash lifting with the Board
 of Cosmetology. You may perform lash services without a cosmetology license. Please be advised that
 this service includes chemicals that can be very dangerous when used around the eye area causing
 irritation if it is not done properly.

